HRD – 1 INSTRUCTIONS

FOR

CIVIL SERVICE POSITIONS

December 1, 2003
(Revised December 8, 2005)

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Instructions for Completing the Position Action Form
For Civil Service Positions
(Revised 12/08/05)

The Position Action Form (HRD-1) is used to:

- Transmit position descriptions;
- Request classification actions and other position management actions; and/or
- Change position characteristics previously reported on civil service positions.

Complete each section in accordance with the instructions below.

Field #	Description	Action
ESTABLISHMENT OF NEW CIVIL SERVICE POSITIONS		
1 (REQUIRED)	Department/Division/Branch/Section/Unit	Enter the **Department/Division/ Branch/Section/Unit** descriptions.
2 (REQUIRED)	Position No. **NOTE: Departmental Personnel Office staff please make sure that the position number assigned by the HRMS system is entered on the form before sending to Employee Classification and Compensation Division (ECCD).**	If known, enter the position number assigned by the HRMS system. Otherwise, leave blank.
3	Auth Job Code	Leave blank.
4 (REQUIRED)	Authorized Class Title, Pay Range, Pay Rate (Exempt Positions Only), BU, BU Exclusion Code(s) (if applicable)	Enter "**NEW**" for new civil service position.
5	Pseudo No.	If the position is on B&F's BJ or BT tables, enter the pseudo number (if applicable). Otherwise, leave blank.
6-7	• Curr Job Code • Current Class Title	Leave blank.
8	Legal Authority	Enter the legal authority for the establishment of the position (if applicable).
9 (REQUIRED)	Requested Job Code, Class Title, Pay Range, Pay Rate (Exempt Positions Only), BU, BU Exclusion Code(s) (if applicable)	Program enters the job code, class title, pay range, BU, BU exclusion code(s) (if applicable) that they're requesting.
10	Incumbent's Certification Section	Leave blank.

**ESTABLISHMENT OF NEW CIVIL SERVICE POSITIONS**
Field #	Description	Action
11 **(REQUIRED)**	Management's Certification Section	Certification by Supervisor: • Supervisor signs and dates the certification statement. • Enter the supervisor's position number in the Supervisor's Position No. blank. Certification by Division Chief: • Division Chief signs and dates the certification statement.
12 **(REQUIRED)**	Type of Action	
12a	Both delegated and non-delegated actions require a tracking entry for 12a type of actions (TOA). <u>Delegated Actions</u> - TOA = DCN • Delegated actions in 12a requires entering information in item numbers **20 - 22** on the HRD-1 form. • This also requires entering the Authorized level and Authorized Date in Position Data HI in HRMS. <u>Non-Delegated Actions</u> TOA = CNP • For non-delegated actions in 12a, leave item numbers **20 - 22 blank** on the HRD-1 form. • ECCD will complete the HRD-1 form as well as the entries in HRMS.	
12a	New/Vicing for	Check the **New**/Vicing for _____ box. If the position is being established as a vicing position, enter the position number of the position it's vicing for. If the position is replacing an abolished position, enter the abolished position number in the **Replaced Pos. No.** blank.
13a **(REQUIRED)**	Type of Position	Check the **Civil Service** box.

	ESTABLISHMENT OF NEW CIVIL SERVICE POSITIONS	
Field #	Description	Action
13b **(REQUIRED)**	Duration	If the position is permanent, check the **Permanent** box. If the position is temporary: • Check the **Temporary** box. • Enter the not-to-exceed date in the **Initial NTE Date** field.
13c **(REQUIRED)**	Budgeted	If the position is on B&F's BJ or BT tables, check the **Yes** box. If the position is not on B&F's BJ or BT tables, check the **No** box.
13d **(REQUIRED)**	Authorized FTE	If the position is on B&F's BJ or BT tables, enter the FTE assigned to the position in the **To** blank. If the position is not on B&F's BJ or BT tables **or** the position is on B&F's BJ or BT tables and doesn't have an FTE count, enter 0.000 in the **To** field.
13e **(REQUIRED)**	Current FTE	Enter the current FTE of the position in the **To** field.
13f **(REQUIRED)**	Employment Status	Check the **Vacant** box.
14a **(REQUIRED)**	Org Code	Enter the 10-digit SOH org code.
14b **(REQUIRED)**	Geographic Location Code	Enter the appropriate geographic location code.
14c **(REQUIRED)**	Island	Enter the appropriate island code or name.
14d	Shift	If the position is assigned to work on a shift, check the **Shift** box. Otherwise, leave blank.
14e	FTE Job Share, w/Pos. No.	If the position is sharing a position count with another position, check the box and enter the position number of the "other" position. Otherwise, leave blank.
14f	Shortage & Group	If the position is in a shortage category, check the box and enter the shortage code. Otherwise, leave blank.

ESTABLISHMENT OF NEW CIVIL SERVICE POSITIONS		
Field #	Description	Action
14g	Selective Certification	If the position has a selective certification requirement on it, check the box and indicate the type(s). Otherwise, leave blank.
14h	Consent Decree/Mandated Action	If the position is established as a result of a consent decree/mandated action, check the box and enter the name of the consent decree or court order. Otherwise, leave blank.
15 (REQUIRED)	Date Recvd in Personnel Office	Enter the date the form or the request was received in the personnel office for action.
16 (REQUIRED)	Appropriation	Enter the position's Program Budget ID, Means of Financing Code (MOF), Uniform Accounting Code (UAC), Percentage, and indication of whether or not the position is funded on B&F's BJ or BT table. (If the appropriation line shows the position is funded on B&F's BJ or BT table, enter "**Y**" for yes in the funded block. If it is not, enter "**N**" for no.) Leave the **Effective Date** field blank.
17	Recommended Job Code, Class Title, Pay Range, Pay Rate (Exempt Positions Only), BU, BU Exclusion Code(s) (if applicable) **TO BE COMPLETED BY PERSONNEL OFFICE ONLY.**	If the classification action is not delegated, enter the recommended job code, class title, pay range, BU, BU exclusion code(s) (if applicable). If the classification action is delegated, leave blank.
18-19	• Department/Division/Branch/Section/ Unit • Effective Date	Leave blank.
20 (REQUIRED if the classification action is delegated.)	Auth Job Code	If the classification action is delegated, enter the authorized job code for the position. If the classification action is not delegated, leave blank.

	ESTABLISHMENT OF NEW CIVIL SERVICE POSITIONS	
Field #	Description	Action
21 (REQUIRED if the classification action is delegated.)	Authorized Class Title, Pay Range, Pay Rate (Exempt Positions Only), BU, BU Exclusion Code(s) (if applicable)	If the classification action is delegated, enter the class title, pay range, BU, and BU exclusion code(s) (if applicable). If the classification action is not delegated, leave blank.
22 (REQUIRED if the classification action is delegated.)	Effective Date	If the classification action is delegated, enter the effective date for the establishment of the position. If the classification action is not delegated, leave blank.
23	Curr Job Code	If the classification action is delegated **and** the Curr Job Code of the position is different from the Auth Job Code (Field #20), enter the Curr Job Code. Note: If the Curr Job Code is different from the Auth Job Code (Field #20), the position may have been reallocated for recruitment (RFR) purposes down to a lower level. If this is the case, the Reallocation for Recruitment box in Field #12, Type of Action should also be checked. If the classification action is not delegated, leave blank.
24	Current Class Title, Pay Range, Pay Rate (Exempt Positions Only), BU, BU Exclusion Code(s) (if applicable)	Complete only if you entered a job code in Field #23. Otherwise, leave blank.
25	Effective Date	Complete only if you entered a job code in Field #23 **and** the effective date of the current level is different from the effective date of the authorized level (Field #22). Otherwise, leave blank.

ESTABLISHMENT OF NEW CIVIL SERVICE POSITIONS		
Field #	Description	Action
26 **(REQUIRED)**	Employing Department Action Section	• Check the **Approved** or **Disapproved** box as appropriate. • Department Head or designee signs and dates the Employing Department Action section. If you checked the **Disapproved** box, **do not** proceed to Field #27.
27 **(REQUIRED if the classification action is delegated.)**	Human Resources Development Action Section	If the classification action is delegated: • Check the **Approved** box. • Department Head or designee signs and dates the Human Resources Development Action section on behalf of HRD's Director. If the classification action is not delegated, leave blank.

ESTABLISHMENT OF NEW CIVIL SERVICE POSITIONS Documents Submitted to Employee Classification and Compensation Division					
Description of Actions	HRD 256 (BU Issue)	Copies of HRD-1	Narrative (Position Description)	Classifier's Report	Other Supporting Documents
Delegated Classification Action without BU Issue	N/A	1 Pink	1	1	1 (if applicable)
Delegated Classification Action Combined with Non-Delegated Actions (e.g., BU Exclusion)	2	1 Pink	1	1	1 (if applicable)
Non-Delegated Classification Action without BU Issue	N/A	1 Pink 1 White	1	1	1 (if applicable)
Non-Delegated Classification Action Combined with Other Non-Delegated Actions (e.g., BU Exclusion)	2	1 Pink 1 White	1	1	1 (if applicable)

	REDESCRIPTION RECLASSIFICATION - EE QUALIFICATIONS (REE)	
Field #	Description	Action
1 (REQUIRED)	Department/Division/Branch/Section/ Unit	Enter the **Department/Division/ Branch/Section/Unit** descriptions.
2 (REQUIRED)	Position No.	Enter the position number.
3 (REQUIRED)	Auth Job Code	Enter the job code for the authorized level of the position.
4 (REQUIRED)	Authorized Class Title, Pay Range, Pay Rate (Exempt Positions Only), BU, BU Exclusion Code(s) (if applicable)	Enter the authorized class title, pay range, BU, and BU exclusion code(s) (if applicable).
5	Pseudo No.	Leave blank.
6 (REQUIRED)	Curr Job Code	Enter the job code for the current level of the position.
7 (REQUIRED)	Current Class Title	Enter the current class title.
8	Legal Authority	Leave blank unless reporting a change. Note: If you are reporting a change in this field, see instructions for Changing Characteristics of Civil Service Positions.
9 **Required for Redescription**	Requested Job Code, Class Title, Pay Range, Pay Rate (Exempt Positions Only), BU, BU Exclusion Code(s) (as applicable)	
	• Redescription	Enter the job code, class title, pay range, BU, and BU exclusion code(s) requested by the program.
	• Reclass - EE Qualifications (REE)	For REE actions, not required
10	Incumbent's Certification Section	
	• Redescription	If the position is filled: • Incumbent signs and dates the certification statement. • Type or print the incumbent's name on the blank below the incumbent's signature. If the position is vacant, enter "**VACANT**" on the signature line.
	• Reclass - EE Qualifications (REE)	The Incumbent's Certification Section is **not required** for REE actions.

Field #	Description	Action
REDESCRIPTION **RECLASSIFICATION - EE QUALIFICATIONS (REE)**		
11	Management's Certification Section	
	• Redescription	Certification by Supervisor: • Supervisor signs and dates the certification statement. • Enter the supervisor's position number in the Supervisor's Position No. blank. Certification by Division Chief: • Division Chief signs and dates the certification statement.
	• Reclass - EE Qualifications (REE)	Optional for REE actions.
12a **(REQUIRED)**	Type of Action Both delegated and non-delegated actions require a tracking entry in HRMS for 12a in HRMS type of actions (TOA). Delegated Actions TOA = DCE, REE • Delegated actions in 12a requires entering information in field numbers **20 - 22** on the HRD-1 form. • This also requires checking and/or changing the Authorized level and Authorized Date in Position Data HI in HRMS. Non-Delegated Actions TOA = CEX • For non-delegated actions in 12a, leave item numbers **20 - 22 blank** on the HRD-1 form. • ECCD will complete the HRD-1 form and entry in HRMS.	
12a **(REQUIRED)**	Type of Action	
	• Redescription	Check the **Redescription** box.
	• Reclass - EE Qualifications (REE)	Check the **Reclass - EE Qualification (REE)** box.
13a **(REQUIRED)**	Type of Position	Check the **Civil Service** box.

	REDESCRIPTION	
	RECLASSIFICATION - EE QUALIFICATIONS (REE)	
Field #	Description	Action
13b **(REQUIRED)**	Duration	Check the **Permanent** or **Temporary** box as appropriate. **Do not complete the Initial NTE Date field unless the position is being converted from Permanent to Temporary.** Note: If you are reporting a change in this field, see instructions for Changing Characteristics of Civil Service Positions.
13c **(REQUIRED)**	Budgeted	Check the **Yes** or **No** box as appropriate. If you are reporting a change in this field, refer to instructions for Changing Characteristics of Civil Service Positions.
13d **(REQUIRED)**	Authorized FTE	If reporting a change in the authorized FTE of the position, complete the **From** and **To** blanks. If there is no change to the authorized FTE of the position, enter the position's Authorized FTE in the **To** blank. Note: If you are reporting a change in this field, refer to instructions for Changing Characteristics of Civil Service Positions.
13e **(REQUIRED)**	Current FTE	If reporting a change in the current FTE of the position, complete the **From** and **To** blanks. If there is no change to the current FTE of the position, enter the current FTE of the position in the **To** blank. Note: If you are reporting a change in this field, refer to instructions for Changing Characteristics of Civil Service Positions.

	REDESCRIPTION
	RECLASSIFICATION - EE QUALIFICATIONS (REE)

Field #	Description	Action
13f **(REQUIRED)**	Employment Status	Check the **Filled** or **Vacant** box as appropriate.
14a-14h	Location/Other Characteristics - Org Code - Geographic Location Code - Island - Shift - FTE Job Share, w/Pos. No. - Shortage & Group - Selective Certification - Consent Decree/Mandated Action	**Leave blank unless reporting changes to the Location/Other characteristics of the position.** Note: If you are reporting changes to any of the Location/Other Characteristics fields, refer to instructions for Changing Characteristics of Civil Service Positions.
15 **(REQUIRED)**	Date Recvd in Personnel Office	Enter the date the form or the request **was received in the Personnel Office** for action.
16	Appropriation	**Leave blank unless reporting a change to one of the fields in the Appropriation section.** Note: If the position is multi-funded, enter the data on all fields, but enter effective date only once.
17	Recommended Job Code, Class Title, Pay Range, Pay Rate (Exempt Positions Only), BU, BU Exclusion Code(s) (if applicable) TO BE COMPLETED BY PERSONNEL OFFICE ONLY (IF APPLICABLE).	
	• **Redescription**	If the classification action is not delegated, enter the recommended job code, class title, pay range, BU and BU exclusion code(s) (if applicable). If the classification action is delegated, leave blank.
	• **Reclass - EE Qualification (REE)**	Leave blank

	REDESCRIPTION	
	RECLASSIFICATION - EE QUALIFICATIONS (REE)	
Field #	Description	Action
18-19	• Department/Division/Branch/Section/ Unit • Effective Date	Leave blank unless reporting a change to the **Department/Division/ Branch/Section/Unit** descriptions. Note: If you are reporting changes in these fields, refer to instructions for Changing Characteristics of Civil Service Positions.
20 **(REQUIRED if the classification action is delegated.)**	Auth Job Code	
	• **Redescription**	If the classification action is delegated, enter the job code for the authorized level of the position. If the classification action is not delegated, leave blank.
	• **Reclass - EE Qualifications (REE)**	Enter the job code for the authorized level of the position.
21 **(REQUIRED if the classification action is delegated.)**	Authorized Class Title, Pay Range, Pay Rate (Exempt Positions Only), BU, BU Exclusion Code(s) (if applicable)	Complete only if you entered a job code in Field #20. Otherwise, leave blank.
22 **(REQUIRED if the classification action is delegated.)**	Effective Date	Complete only if you entered a job code in Field #20. Otherwise, leave blank.
23	Curr Job Code	If the Curr Job Code is different from the Approved Auth Job Code (Field #20), enter the Curr Job Code. Otherwise, leave blank
24	Current Class Title, Pay Range, Pay Rate (Exempt Positions Only), BU, BU Exclusion Code(s) (if applicable)	Complete only if you entered a job code in Field #23. Otherwise, leave blank

	REDESCRIPTION RECLASSIFICATION - EE QUALIFICATIONS (REE)	
Field #	Description	Action
25	Effective Date	Complete only if you entered a job code in Field #23. Otherwise, leave blank
26 (REQUIRED)	Employing Department Action	• Check the **Approved** or **Disapproved** box as appropriate. • Department Head or designee signs and dates the Employing Department Action section. If you checked the **Disapproved** box, **do not** proceed to Field #27.
27 (REQUIRED if the classification action is delegated.)	Human Resources Development Action	If the classification action is delegated: • Check the **Approved** or **Disapproved** box as appropriate. • Department Head or designee signs and dates the Human Resources Development Action section on behalf of HRD's Director. If the action is not delegated, leave blank.

Documents Submitted to Employee Classification and Compensation Division

REDESCRIPTION OF CIVIL SERVICE POSITIONS					
Description of Actions	HRD 256 (BU Issue)	Copies of HRD-1	Narrative (Position Description)	Classifier's Report	Other Supporting Documents
Delegated Classification Action without BU Issue	N/A	1 Pink	1	1	1 (if applicable)
Delegated Classification Action Combined with Non-Delegated Actions (e.g., BU Exclusion)	2	1 Pink	1	1	1 (if applicable)
Non-Delegated Classification Action without BU Issue	N/A	1 Pink 1 White	1	1	1 (if applicable)
Non-Delegated Classification Action Combined with Other Non-Delegated Actions (e.g., BU Exclusion)	2	1 Pink 1 White	1	1	1 (if applicable)

RECLASSIFICATION BASED ON EMPLOYEE'S QUALIFICATION (REE)

SEND ONE PINK COPY OF FORM HRD-1 *WITHOUT THE POSITION DESCRIPTION PACKAGE* TO EMPLOYEE CLASSIFICATION AND COMPENSATION DIVISION

	REALLOCATION FOR RECRUITMENT (RFR) TEMPORARY REALLOCATION (CTR)	
Field #	Description	Action
1 (REQUIRED)	Department/Division/Branch/Section/ Unit	Enter the **Department/Division/Branch/ Section/Unit** descriptions.
2 (REQUIRED)	Position No.	Enter the position number.
3 (REQUIRED)	Auth Job Code	Enter the job code for the authorized level of the position.
4 (REQUIRED)	Authorized Class Title, Pay Range, Pay Rate (Exempt Positions Only), BU, BU Exclusion Code(s) (if applicable)	Enter the authorized class title, pay range, BU, and BU exclusion codes(s) (if applicable).
5	Pseudo No.	Leave blank.
6 (REQUIRED)	Curr Job Code	Enter the job code for the current level of the position.
7 (REQUIRED)	Current Class Title	Enter the current class title.
8	Legal Authority	Leave blank unless reporting a change. Note: If you are reporting a change in this field, see instructions for Changing Characteristics of Civil Service Positions.
9	Requested Job Code, Class Title, Pay Range, Pay Rate (Exempt Positions Only), BU, BU Exclusion Code(s) (as applicable)	Not required.
10	Incumbent's Certification Section	Not required
11 (OPTIONAL)	Management's Certification Section	Certification by Supervisor: • Supervisor signs and dates the certification statement. • Enter the supervisor's position number in the Supervisor's Position No. field. Certification by Division Chief: • Division Chief signs and dates the certification statement.
12b (REQUIRED)	Type of Action	
	• Reallocation for Recruitment	Check the **Reallocation for Recruitment** box. **Do not** enter the effective date in item 12b. Effective dates for RFR actions are reflected in item #22.

	REALLOCATION FOR RECRUITMENT (RFR) TEMPORARY REALLOCATION (CTR)	
Field #	Description	Action

	• Temporary Reallocation	Check the **Temporary Reallocation** box
		   • Check the Initial box
		   • Enter the temporary reallocation not-to-exceed date in the TR NTE Date blank.
		   • Effective dates are reflected in Field #22. The effective date in this field is for the extension or termination of temporary reallocations.

13a **(REQUIRED)**	Type of Position	Check the **Civil Service** box.
13b **(REQUIRED)**	Duration	Check the **Permanent** or **Temporary** box as appropriate. **Do not complete the Initial NTE Date field unless the position is being converted from Permanent to Temporary.** Note: If you are reporting a change in this field, see instructions for Changing Characteristics of Civil Service Positions.
13c **(REQUIRED)**	Budgeted	Check **Yes** or **No** box as appropriate. If you are reporting a change in this field, refer to instructions for Changing Characteristics of Civil Service Positions.
13d **(REQUIRED)**	Authorized FTE	If reporting a change in the authorized FTE of the position, complete the **From** and **To** blanks. If there is no change to the authorized FTE of the position, enter the position's authorized FTE in the **To** blank. Note: If you are reporting a change in this field, refer to instructions for Changing Characteristics of Civil Service Positions.
13e **(REQUIRED)**	Current FTE	If reporting a change in the current FTE of the position, complete the **From** and **To** blanks. If there is no change to the current FTE of the position, enter the current FTE of the position in the **To** blank.

	REALLOCATION FOR RECRUITMENT (RFR) TEMPORARY REALLOCATION (CTR)	
Field #	Description	Action
		Note: If you reporting a change in this field, refer to instructions for Changing Characteristics of Civil Service Positions.
13f **(REQUIRED)**	Employment Status	Check the **Filled** or **Vacant** box as appropriate.
14a -14h	Location/Other Characteristics • Org Code • Geographic Location Code • Island • Shift • FTE Job Share, w/Pos. No. • Shortage & Group • Selective Certification • Consent Decree/Mandated Action	**Leave blank unless reporting changes to the Location/Other characteristics of the position.** Note: If you are reporting changes to any of the Location/Other Characteristics fields, refer to instructions for Changing Characteristics of Civil Service Positions.
15 **(REQUIRED)**	Date Recvd in Personnel Office	Enter the date the form or the request was received in the Personnel Office for action.
16	Appropriation	**Leave blank unless reporting a change to one of the fields in the Appropriation section.** Note: If the position is multi-funded, enter the data on all fields, but enter effective date only once.
17	Recommended Job Code, Class Title, Pay Range, Pay Rate (Exempt Positions Only), BU, BU Exclusion Code(s) (if applicable)	Leave blank.
18-19	• Department/Division/Branch/ Section/Unit • Effective Date	Leave blank unless reporting a change to the **Department/Division/Branch/ Section/Unit** descriptions. Note: If you are reporting changes in these fields, refer to instructions for Changing Characteristics of Civil Service Positions.
20	Auth Job Code	
	• Reallocation for Recruitment (RFR)	**Leave blank** unless two actions are taken at the same time such as: • When the position is being established and Reallocated for Recruitment; or • When the position is being redescribed and Reallocated for Recruitment.

		REALLOCATION FOR RECRUITMENT (RFR) TEMPORARY REALLOCATION (CTR)	
Field #	Description		Action
	• Temporary Reallocation (CTR)		For temporary reallocations, leave blank
21	Authorized Class Title, Pay Range, Pay Rate (Exempt Positions Only), BU, BU Exclusion Code(s) (if applicable)		Complete only if you entered a job code in Field #20.
22	Effective Date		Complete only if you entered a job code in Field #20.
23	Curr Job Code		Enter the job code for the current level of the position if delegated, if not, leave blank.
24	Current Class Title, Pay Range, Pay Rate (Exempt Positions Only), BU, BU Exclusion Code(s) (if applicable)		Enter the current Class Title, Pay Range, Pay Rate (Exempt Positions Only), BU, BU Exclusion Code(s) (if applicable)
25	Effective Date		Enter the effective date of the action.
26 (REQUIRED)	Employing Department Action		• Check the **Approved** or **Disapproved** box as appropriate. • Department Head or designee signs and dates the Employing Department Action section. If you checked the **Disapproved** box, **do not** proceed to Field #27.
27 (REQUIRED)	Human Resources Development Action		• Check the **Approved** or **Disapproved** box as appropriate. Department Head or designee signs and dates the Human Resources Development Action section on behalf of HRD's Director.

SUBMISSION OF DOCUMENTS TO EMPLOYEE CLASSIFICATION AND COMPENSATION DIVISION

Reallocation for Recruitment (RFR)					
Description of Actions	HRD 256 (BU Issue)	Copies of HRD-1	Narrative (Position Description)	Classifier's Report	Other Supporting Documents
Reallocation For Recruitment	0	1 White	0	0	0

Temporary Reallocation (CTR)					
Description of Actions	HRD 256 (BU Issue)	Copies of HRD-1	Narrative (Position Description)	Classifier's Report	Other Supporting Documents
Delegated Classification Action without BU Issue	N/A	1 Pink	1	1	1 (if applicable)
Delegated Classification Action Combined with Non-Delegated Actions (e.g., BU Exclusion)	2	1 Pink	1	1	1 (if applicable)
Non-Delegated Classification Action without BU Issue	N/A	1 Pink 1 White	1	1	1 (if applicable)
Non-Delegated Classification Action Combined with Other Non-Delegated Actions (e.g., BU Exclusion)	2	1 Pink 1 White	1	1	1 (if applicable)

**EXTENSION OF CIVIL SERVICE POSITIONS**
Field #	Description	Action
1 **(REQUIRED)**	Department/Division/Branch/Section/ Unit	Enter the **Department/Division/ Branch/Section/Unit** descriptions.
2 **(REQUIRED)**	Position No.	Enter the position number.
3 **(REQUIRED)**	Auth Job Code	Enter the job code for the authorized level of the position.
4 **(REQUIRED)**	Authorized Class Title, Pay Range, Pay Rate (Exempt Positions Only), BU, BU Exclusion Code(s) (if applicable)	Enter the Authorized Class Title, Pay Range, BU, BU Exclusion Code(s) (if applicable).
5	Pseudo No.	Leave blank.
6-7 **(REQUIRED)**	• Curr Job Code • Current Class Title	Enter the current job code and class title of the position.
8	Legal Authority	Leave blank unless reporting a change. Note: If you are reporting a change in this field, refer to instructions for Changing Characteristics of Civil Service Positions.
9-11	• Requested Job Code, Class Title, Pay Range, Pay Rate (Exempt Positions Only), BU, BU Exclusion Code(s) (if applicable) • Incumbent's Certification Section • Management's Certification Section	Leave blank, unless this action is combined with a redescription. Note: Refer to instructions for Redescription/Reallocation of Civil Service Positions.)
12c **(REQUIRED)**	Type of Action	• Check the **Extension** box. • Enter the effective date of the extension in the **Eff Date** field. • Enter the not-to-exceed (NTE) date in the **NTE Date** field.
13a **(REQUIRED)**	Type of Position	Check the **Civil Service** box.
13b **(REQUIRED)**	Duration	Check the **Permanent** or **Temporary** box as appropriate. **Do not complete the Initial NTE Date field.** Note: If you are reporting a change in this field, refer to instructions for Changing Characteristics of Civil Service Positions.

EXTENSION OF CIVIL SERVICE POSITIONS		
Field #	Description	Action
13c (REQUIRED)	Budgeted	Check the **Yes** or **No** box as appropriate. Note: If you are reporting a change in this field, refer to instructions for Changing Characteristics of Civil Service Positions.
13d (REQUIRED)	Authorized FTE	If reporting a change in the authorized FTE of the position, complete the **From** and **To** blanks. If there is no change to the authorized FTE of the position, enter the position's authorized FTE in the **To** blank. Note: If you are reporting a change in this field, refer to instructions for Changing Characteristics of Civil Service Positions.
13e (REQUIRED)	Current FTE	If reporting a change in the current FTE of the position, complete the **From** and **To** blanks. If there is no change to the current FTE of the position, enter the current FTE of the position in the **To** blank. Note: If you are reporting a change in this field, refer to instructions for Changing Characteristics of Civil Service Positions.
13f (REQUIRED)	Employment Status	Check the **Filled** or **Vacant** box as appropriate.
14a-14h	Location/Other Characteristics - Org Code - Geographic Location Code - Island - Shift - FTE Share, w/Pos. No. - Shortage & Group - Selective Certification - Consent Decree/Mandated Action	**Leave blank unless reporting changes to the Location/Other characteristics of the position.** Note: If you are reporting changes to any of the Location/Other Characteristics fields, refer to instructions for Changing Characteristics of Civil Service Positions.

EXTENSION OF CIVIL SERVICE POSITIONS		
Field #	Description	Action
15 **(REQUIRED)**	Date Recvd in Personnel Office	Enter the date the form or the request was received in the Personnel Office for action.
16	Appropriation	**Leave blank unless reporting a change to one of the fields in the Appropriation section.** Note: If the position is multi-funded, enter the data on all fields, but enter effective date only once.
17	Recommended Job Code, Class Title, Pay Range, Pay Rate (Exempt Positions Only), BU, BU Exclusion Code(s) (if applicable)	Leave blank, unless this action is combined with a redescription. Note: Refer to instructions for Redescription.
18-19	• Department/Division/Branch/Section/ Unit • Effective Date	Leave blank unless reporting a change to the **Department/Division/ Branch/Section/Unit** descriptions. Note: If you are reporting changes in these fields, refer to instructions for Changing Characteristics of Civil Service Positions.
20-25	• Auth Job Code • Authorized Class Title, Pay Range, Pay Rate (Exempt Positions Only), BU, BU Exclusion Code(s) (if applicable) • Effective Date • Curr Job Code • Current Class Title, Pay Range, Pay Rate (Exempt Positions Only), BU, BU Exclusion Code(s) (if applicable) • Effective Date	Leave blank, unless this action is combined with a redescription. Note: Refer to instructions for Redescription
26 **(REQUIRED)**	Employing Department Action	• Check the **Approved** or **Disapproved** box as appropriate. • Department Head or designee signs and dates the Employing Department Action section. If you checked the **Disapproved** box, **do not** proceed to item #27.

EXTENSION OF CIVIL SERVICE POSITIONS		
Field #	Description	Action
27 **(REQUIRED)**	Human Resources Development Action	• Check the **Approved** box. • Department Head or designee signs and dates the Human Resources Development Action section on behalf of HRD's Director.

SEND ONE WHITE COPY OF FORM HRD-1 TO EMPLOYEE CLASSIFICATION AND COMPENSATION DIVISION.

If you are extending the position beyond the initial temporary employment of 3 months or less, also send 2 copies of HRD256 form (BU issue).

ABOLISHMENT OF CIVIL SERVICE POSITIONS		
Field #	Description	Action
1 **(REQUIRED)**	Department/Division/Branch/Section/ Unit	Enter the **Department** description.
2 **(REQUIRED)**	Position No.	Enter the position number.
3 **(REQUIRED)**	Auth Job Code	Enter the job code for the authorized level of the position.
4 **(REQUIRED)**	Authorized Class Title, Pay Range, Pay Rate (Exempt Positions Only), BU, BU Exclusion Code(s) (if applicable)	Enter the authorized class title, BU and BU exclusion code(s). (if applicable)
5-11	• Pseudo No. • Curr Job Code • Current Class Title • Legal Authority • Requested Job Code, Class Title, Pay Range, Pay Rate, BU, BU Exclusion Code(s) (if applicable) • Incumbent's Certification • Management's Certification	Leave blank.
12d **(REQUIRED)**	Type of Action	• Check the **Abolish** box. • Enter the effective date of abolishment in the **Eff Date** field (**Second day** of inactivity).
13a-14h	Position Characteristics • Type of Position • Duration • Budgeted • Authorized FTE • Current FTE • Employment Status Location/Other Characteristics • Org Code • Geographic Location Code • Island • Shift • FTE Share, w/Pos. No. • Shortage & Group • Selective Certification • Consent Decree/Mandated Action	Leave blank.
15 **(REQUIRED)**	Date Recvd in Personnel Office	Enter the date the form or request was received in the personnel office for action.

	ABOLISHMENT OF CIVIL SERVICE POSITIONS	
Field #	Description	Action
16-25	- Appropriation - Recommended Job Code, Class Title, Pay Range, Pay Rate (Exempt Positions Only), BU, BU Exclusion Code(s) (if applicable) - Department/Division, Branch/Section/Unit - Effective Date - Auth Job Code, Authorized Class Title, Pay Range, Pay Rate (Exempt Positions Only), BU, BU Exclusion Code(s) (if applicable) - Effective Date - Curr Job Code, Current Class Title, Pay Range, Pay Rate (Exempt Positions Only), BU, BU Exclusion Code(s) (if applicable) - Effective Date	Leave blank.
26 **(REQUIRED)**	Employing Department Action	- Check the **Approved** box. - Department Head or designee signs and dates the Employing Department Action section.
27 **(REQUIRED)**	Human Resources Development Action	- Check the **Approved** box. - Department Head or designee signs and dates the Human Resources Development Action section on behalf of HRD's Director.

SEND ONE WHITE COPY OF FORM HRD-1 TO EMPLOYEE CLASSIFICAITON AND COMPENSATION DIVISION.

CHANGING CHARACTERISTICS OF CIVIL SERVICE POSITIONS		
Field #	Description	Action
1 **(REQUIRED)**	Department/Division/Branch/Section/ Unit	Enter the **Department/Division/ Branch/Section/Unit***)* descriptions.
2 **(REQUIRED)**	Position No.	Enter the position number.
3 **(REQUIRED)**	Auth Job Code	Enter the job code for the authorized level of the position.
4 **(REQUIRED)**	Authorized Class Title, Pay Range, Pay Rate (Exempt Positions Only), BU, BU Exclusion Code(s) (if applicable)	Enter the authorized class title, pay range, BU, BU exclusion code(s) (if applicable).
5	Pseudo No.	Leave blank.
6-7 **(REQUIRED)**	• Curr Job Code • Current Class Title	Enter the current job code and class title of the position.
8	Legal Authority	Leave blank unless reporting a change. Examples of changes made to position characteristics which require citation of a legal authority: • Conversion of Position-- Temporary to Permanent • Change from unbudgeted to budgeted • Increase in Authorized FTE • Conversion of Position—Exempt to Civil Service
9-11	• Requested Job Code, Class Title, Pay Range, Pay Rate (Exempt Positions Only), BU, BU Exclusion Code(s) (if applicable) • Incumbent's Certification Section • Management's Certification Section	Leave blank, unless this action is combined with a redescription. Note: Refer to instructions for Redescription/Reallocation of Civil Service Positions.)
12e **(REQUIRED)**	Type of Action	• Check the **Change Characteristics** box. • List changes (FTE, REO, etc.) • Enter the effective date of the characteristic change(s) in the **Eff Date** blank.
13a **(REQUIRED)**	Type of Position	Check the **Civil Service** box.

	CHANGING CHARACTERISTICS OF CIVIL SERVICE POSITIONS	
Field #	Description	Action
13b **(REQUIRED)**	Duration	Check the **Permanent** or **Temporary** box as appropriate. **Do not complete the Initial NTE Date field unless the position is being converted from Permanent to Temporary.**
13c **(REQUIRED)**	Budgeted	Check the **Yes** or **No** box as appropriate.
13d **(REQUIRED)**	Authorized FTE	If reporting a change in the authorized FTE of the position, complete the **From** and **To** blanks. If there is no change to the authorized FTE of the position, enter the position's authorized FTE in the **To** blank.
13e **(REQUIRED)**	Current FTE	If reporting a change in the current FTE of the position, complete the **From** and **To** blanks. If there is no change to the current FTE of the position, enter the current FTE of the position in the **To** blank.
13f **(REQUIRED)**	Employment Status	Check the **Filled** or **Vacant** box as appropriate.
14a-14h	Location/Other Characteristics • Org Code • Geographic Location Code • Island • Shift • FTE Share, w/Pos. No. • Shortage & Group • Selective Certification • Consent Decree/Mandated Action	Leave blank unless reporting changes to the Location/Other Characteristics of the position.
15 **(REQUIRED)**	Date Recvd in Personnel Office	Enter the date the form or the request was received in the Personnel Office for action.
16	Appropriation	**Leave blank unless reporting a change to one of the fields in the Appropriation section.** Note: If the position is multi-funded, enter the data on all fields, but enter effective date only once.

	CHANGING CHARACTERISTICS OF CIVIL SERVICE POSITIONS	
Field #	Description	Action
17	Recommended Job Code, Class Title, Pay Range, Pay Rate (Exempt Positions Only), BU, BU Exclusion Code(s) (if applicable)	Leave blank, unless this action is combined with a redescription. Note: Refer to instructions for Redescription
18-19	• Department/Division/Branch/Section/Unit • Effective Date	Leave blank unless reporting a change to the **Department/Division/Branch/Section/Unit** descriptions.
20-25	• Auth Job Code • Authorized Class Title, Pay Range, Pay Rate (Exempt Positions Only), BU, BU Exclusion Code(s) (if applicable) • Effective Date • Curr Job Code • Current Class Title, Pay Range, Pay Rate (Exempt Positions Only), BU, BU Exclusion Code(s) (if applicable) • Effective Date	Leave blank, unless this action is combined with a Redescription or a Reclass - EE Qualification (REE) action. Note: Refer to instructions for Redescription
26 **(REQUIRED)**	Employing Department Action	• Check the **Approved** or **Disapproved** box as appropriate. • Department Head or designee signs and dates the Employing Department Action section. If you checked the **Disapproved** box, **do not** proceed to item #27.
27 **(REQUIRED)**	Human Resources Development Action	• Check the **Approved** box as appropriate. • Department Head or designee signs and dates the Human Resources Development Action section on behalf of HRD's Director.

**SEND ONE WHITE COPY OF FORM HRD-1 TO EMPLOYEE CLASSIFICATION
AND COMPENSATION DIVISION**

SUMMARY OF WHAT TO SUBMIT
Employee Classification and Compensation Division

ESTABLISHMENT OF CIVIL SERVICE POSITIONS REDESCRIPTION TEMPORARY REALLOCATION (INITIAL)					
Description of Actions	HRD 256 (BU Issue)	Copies of HRD-1	Narrative (Position Description)	Classifier's Report	Other Supporting Documents
Delegated Classification Action without BU Issue	N/A	1 Pink	1	1	1 (if applicable)
Delegated Classification Action Combined with Non-Delegated Actions (e.g., BU Exclusion)	2	1 Pink	1	1	1 (if applicable)
Non-Delegated Classification Action without BU Issue	N/A	1 Pink 1 White	1	1	1 (if applicable)
Non-Delegated Classification Action Combined with Other Non-Delegated Actions (e.g., BU Exclusion)	2	1 Pink 1 White	1	1	1 (if applicable)

RECLASSIFICATION BASED ON EE QUALIFICATIONS (REE)					
Description of Actions	HRD 256 (BU Issue)	Copies of HRD-1	Narrative (Position Description)	Classifier's Report	Other Supporting Documents
Delegated Classification Action based on Employee's Qualifications	0	**1 Pink**	0	0	0

REALLOCATION FOR RECRUITMENT (RFR) EXTENSIONS CHANGE CHARACTERISTICS ABOLISHMENT					
Description of Actions	HRD 256 (BU Issue)	Copies of HRD-1	Narrative (Position Description)	Classifier's Report	Other Supporting Documents
Reallocation for Recruitment (RFR)	0	1 White	0	0	0
Extensions without BU issues	0	1 White	0	0	0
Extensions with BU issues	2	1 White	0	0	0
Change Characteristics	0	1 White	0	0	0
Change Characteristics with BU issue	2	1 White	0	0	0
Abolishment	0	1 White	0	0	0